

NOTICE OF JOB OPENING FORM

Supervising elected official: Carol Crews

Fund Number: 3025

Department: 0428

Budget Line Item: 1002

Rate of pay: \$22,000/year

Working hours: 29 hours week

Job Title: Secretary

Job Description: See Attached

Essential job functions: Answering the phones, checking and distributing mail and ordering supplies. See attached for other job duties

Minimum requirements

Education: _____

Experience: experience preferred not mandatory

Skills and knowledge: Organizational skills and interpersonal skills are a must

Other requirements: _____

Position posting date: May 16, 2024

Position closing date: May 30, 2024

Signature of supervising elected official: Carol Crews

Carol Crews Date: May 16, 2024

JOB DESCRIPTION
SECRETARY
OFFICE of the Prosecuting Attorney

- Answering the phone
- Mans front window and handles all traffic that comes in
- Prepares and files all mental/drug alcohol commitments
- Makes copies
- Correspondence
- Distributes mail
- Orders all supplies
- Sends faxes when needed
- Receives and logs all felony review files
- Compiles case files
- Crime lab results